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Adm-13.7  
DD/ST# 2225-71

5 APR 1971

MEMORANDUM FOR: Chief, Staff Communications Division, CC  
Chief, Technical Services Division, DD/P

[Redacted]

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Chief, Support Staff, NFIC

Chief, Administration & Training Staff, OS

[Redacted]

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Chief, Administrative Support Staff, DD/S&T ✓

SUBJECT : Memorandum of Agreement Regarding  
Documentation and Control of Prototype  
and Pre-production Items

REFERENCE : Multiple Addressee Memo dtd 8 Sept 70  
fr C/SD/OL, subject: Proposed Memo-  
randum of Agreement Regarding Documen-  
tation and Control of Prototype Items

Comments and recommendations regarding the referenced  
proposal have been received and incorporated into the attached  
agreement. It is requested that each addressee sign in the  
appropriate place and return the Memorandum of Agreement to  
this Office. Copies of the completed Memorandum of Agreement  
will be reproduced and forwarded to each addressee.

[Redacted Signature]

Acting Chief, Supply Division, OL

Att

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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## **MEMORANDUM OF AGREEMENT**

### **PURPOSE**

The purpose of this agreement is to establish the responsibilities and procedures for the documentation and control of prototype and pre-production items.

### **GENERAL**

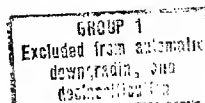
1. An item subject to this agreement is defined as (1) a workable end product, i.e., equipment, assembly, or unit produced in connection with research and development contracts, as an original item or model to be used for test and evaluation purposes and from which production models might be copied, or (2) pre-production items produced under other than research and development contracts.

2. Because of the nature of prototype and pre-production items and their use, they are not carried in the formal accountability records of the Agency. They are Agency assets, however, and require informal control during the time that they are undergoing test and evaluation or until they finally become a stock item or are turned in for disposal.

### **RESPONSIBILITIES AND PROCEDURES**

1. It will be the responsibility of the office having technical cognizance over a prototype or pre-production item to establish and maintain the necessary controls over it. Using an appropriate identifying number as a file control, cognizant offices will maintain a file jacket which will include all documentation concerning the item, its location, or disposition.

2. Cognizant offices will prepare requisitions to accomplish the shipment of such items to test and evaluation sites. Such requisitions will be annotated to the effect that the item is a prototype or pre-production model and should neither be processed as accountable property nor posted to accountable records at its destination.



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**MEMORANDUM OF AGREEMENT (Continued)**

3. Shipping units will also include the identifying statement on shipping documents.

4. When a cognizant office requests a field installation to return a prototype or pre-production item to Headquarters, or to move it to another area for further test and evaluation, the shipping installation will be instructed to annotate the shipping document accordingly to preclude its being processed as accountable property at Headquarters or at the new destination.

5. A prototype or pre-production item will not be assigned a stock number unless it is turned in to the Office of Logistics (OL) and requested to be placed in depot stock. At that time, Supply Division, OL will, in coordination with the cognizant office, develop the appropriate nomenclature and a realistic unit price, and assign a stock number so that the item can be processed and controlled through the formal Agency property accountability records.

6. Such items returned for disposal, or authorized for disposal in the field, will be completely documented as to their disposition. In addition to the date and method of disposal, documentation will include a certification signed by the individual(s) authorizing and carrying out the disposal. That certification will contain a statement that no individual has derived any personal gain in connection with the disposal of the item.

7. Documentation of a prototype or pre-production item disposed of by cannibalization will, in addition to that required by paragraph 6 immediately above, include a statement regarding the action taken to account for usable components of the item and the disposition that was made of the unusable residue.

8. The technical components will distribute copies of this agreement to the elements they designate as responsible for the control of prototype or pre-production items within their organization, and insure that the necessary controls are maintained.

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Approved For Release 2002/11/08 : CIA-RDP74B00681R000100240015-0

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